

MINUTES OF A SPECIAL MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF ST. MARTINVILLE, LOUISIANA
HELD ON THE 1st DAY OF JULY, 2022.

The Mayor and City Council of the City of St. Martinville, Louisiana met in Special Session on the 1st day of July, 2022 at City Hall, their regular meeting place, pursuant to the call of the Mayor.

THERE were present: Jason Willis, Mayor

Mike Fuselier, Councilman

Carol Frederick, Councilman

Jonas Fontenette, Councilman

Janise Anthony, Councilman

Flo Chatman, Councilman

Allan L. Durand, City Attorney

THERE were absent: None

Mayor Jason Willis presiding, called the meeting to order.

ORDINANCE 22-08

TO AMEND THE CHARTER OF THE CITY OF ST. MARTINVILLE
TO REORGANIZE THE OFFICE OF SECRETARY TREASURER

An Ordinance by the City Council of the City of St. Martinville, Terminating the office of Secretary Treasurer and creating the offices of Clerk of the Council and Chief Financial Officer

WHEREAS the City Charter for the City of St. Martinville contains an antiquated provision regarding the office of Secretary Treasurer of the City, which combines the duties of the current position of Clerk of the Council and Chief Financial Officer, and

WHEREAS, the City Council has determined that the unfilled position of Secretary Treasurer as provided in the Charter contains more duties and responsibilities than can be efficiently accomplished by a single person, and

WHEREAS, with regard to the officers currently performing the duties of the Clerk of the Council and the duties of the Chief Financial Officer, this amendment is effectively a change of the name for the offices they are currently holding; and

WHEREAS, it is the finding of the Council that the Charter should be updated and the position of Secretary Treasurer reorganized to provide and allow for the efficient functioning of city government, and the City Attorney has recommended the amendments described below,

THEREFORE be it ordained that the following Ordinance amending City Charter for the City of St. Martinville is adopted:

Article III (2) is amended to read as follows:

“[2.1] [CLERK OF THE COUNCIL.] The office of Clerk of the City Council of the City of St. Martinville is hereby created. It shall be the duty of the Clerk of the City Council to attend every meeting of the City Council and keep accurate minutes of the proceedings thereof in a book to be provided for that purpose, and to copy and enroll in a well bounded book all ordinances and resolutions of the City Council; to take charge of and keep in order all books, papers, documents and archives of said Council; as well as any other duties which shall be assigned to the Clerk by the Mayor or by resolution of the Council.

“[2.2] [CHIEF FINANCIAL OFFICER.] The office of Chief Financial Officer of the City of St. Martinville is hereby created. It shall be the duty of the Chief Financial Officer to keep an account of all claims for or against the corporation; the Chief Financial Officer shall issue warrants or checks upon the funds in the treasury, the same to be countersigned by the Mayor under the seal of the corporation for the payment of all claims. All warrants and checks shall be numbered respectively and shall specify the amount, purpose and fund upon which they are drawn; provided, that in no case shall a warrant or check be drawn except against actual cash in the treasury. The Chief Financial Officer shall at least once a month or oftener if ordered by the Council, make a report to the Council of all claims and accounts against the town, and a full and correct statement of all his/her receipts and payments, showing the exact condition of the town treasury since date of last report. The Chief Financial Officer shall also execute and perform such other duties as may be assigned by the Mayor or by resolution of the City Council.

Article III (3) is amended to assign the following tax collection duties to the Chief Financial Officer, by changing the title of said section to read as follows:

“[3.] [CHIEF FINANCIAL OFFICER - EX OFFICIO TAX COLLECTOR]”

These amendments to the Charter of the City of St. Martinville shall become effective as amendments to the Charter upon approval by the Governor under La. RS 33:1181 and recording in the office of the Louisiana Secretary of State, but the creation of the new positions of Clerk of the Council and Chief Financial Officer shall take effect immediately by this ordinance..

The foregoing Ordinance was offered by Mike Fuselier, duly seconded by Janise Anthony, and upon being submitted to a vote, the vote was:

Yeas: M.Fuselier, C.Frederick, J.Fontenette, J.Anthony and F.Chatman

Nays: None

Absent: None

The Ordinance and Charter Amendment was thereon declared adopted on the 1st day of JULY, 2022.

JASON WILLIS, Mayor

**RESOLUTION
BY THE CITY COUNCIL
CREATING THE OFFICE OF
CHIEF OPERATING OFFICER**

A Resolution by the City Council of the City of St. Martinville creating the office of Chief Operating Officer of the City of St. Martinville

WHEREAS the Mayor and City Council of the City of St. Martinville have determined that the efficiency of City government would be increased by removing the non-financial functions from the office previously known as “Chief Administrative Officer”, terminating said office, and creating a new office of Mayor’s Chief Operating Officer to perform such administrative functions as are assigned by the Mayor, and

WHEREAS, the previous office of Secretary-Treasurer has been abolished by amendment to the City Charter, dividing the functions of that office between the Clerk of the City Council and the newly created position of Chief Financial Officer, and

WHEREAS, the personnel management functions previously assigned to the same officer who performed all accounting functions of the City was inefficient, and should be established in a separate office,

THEREFORE be it resolved that: The office of Chief Operating Officer for the City of St. Martinville is hereby created. The Chief Operating Officer shall be the senior executive assistant of the Mayor, and report directly to the Mayor. The Chief Operating Officer shall perform such personnel and other administrative functions as are assigned to him/her by the Mayor. The office of Chief Operating Officer shall be a non-classified position under the City civil service system, and may be performed either by an employee to be employed by the City, or by an independent contractor under contract with the City.

The foregoing Resolution was offered by Mike Fuselier, duly seconded by Jonas Fontenette, and upon being submitted to a vote, the vote was:

Yeas: M.Fuselier, C.Frederick, J.Fontenette, J.Anthony and F.Chatman

Nays: None

Absent: None

The Resolution above was thereon declared adopted on the 1st day of July, 2022.

JASON WILLIS, Mayor

CERTIFICATION

I HEREBY CERTIFY that this is a true and fully correct copy of a Resolution passed and adopted by the St. Martinville City Council on the date shown above.

Lorrie M. Poirier, City Clerk

Upon recommendation of Mayor Willis, it was moved by Jonas Fontenette duly seconded by Mike Fuselier that Mayor Willis be hereby authorized to sign the contract with Kimya Cruz for services as Chief Operating Officer, with an annual salary of \$46,000.00.

It was moved by Mike Fuselier duly seconded by Janise Anthony and unanimously carried that Zedekiah Leach and Zodah Leach be hired as Lifeguards with a rate of pay of \$9.00 per hour.

It was moved by Jonas Fontenette duly seconded by Carol Frederick and unanimously carried that the agenda item to extend purchase agreement for the Duchamp Opera House due to issues with lot dimension be tabled to allow time for the City Attorney to review terms of agreement.

There being no further business to come before the Mayor and City Council, Mayor Willis adjourned the meeting upon motion of Janise Anthony duly seconded by Carol Frederick.

JASON WILLIS, MAYOR

ATTEST:

LORRIE M POIRIER, CITY CLERK
EXECUTIVE ADMINISTRATIVE ASSISTANT